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TO : Deputy Chief, Administrative Services Office DATE: 8 March 1951

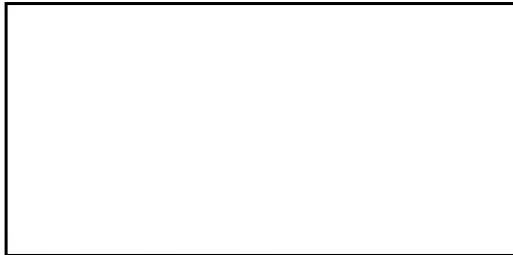
FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - February 1951

The following report of activities of the Transportation Division during the month of February is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



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186 local hauls in and around Washington

2. Que Building Motor Pool Operations:

490 total trips made
 25.7 average number of trips per day
 8649 total miles operated
 355.2 average miles per day
 4.6 average number of cars in pool per day
 17.6 average miles per trip
 73.2 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
December	10,117	613	505.8
January	12,810	911	582.2
February	8,649	490	355.2

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 14,152 passengers, an average of 744.8 per day.

3. Following is a report of the activities of the Garage:

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During the month five (5) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

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Repair Jobs		- 47
*Labor	- \$1153.45	
Parts	- 705.03	
Repair Jobs Performed Outside		- 7
Labor	- \$ 189.70	
Parts	- \$ 161.67	
Maintenance Work		- 63
*Labor	- \$292.00	
Parts	- 12.56	

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)

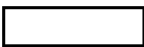
Cars washed	- 262
Cars lubricated	- 65
Other service jobs	- 86

The total value of labor performed by the mechanics in the garage during the month was \$1445.45, compared with their salaries of \$1021.00, indicating a saving of \$424.45. The value of labor performed by the Mechanic's Helpers was \$836.90, compared with salaries of \$816.64, indicating a saving of \$20.26, an overall saving of \$444.71 for the month.




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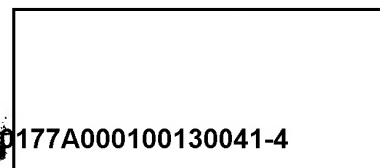
4. Fifty-two (52) passenger cars operated 48,855 miles; thirty-three (33) trucks operated 24,555 miles, while five (5) buses operated 11,925 miles, a grand total of 85,335 miles.

5. Volume of work and flow of personnel through the  of the Transportation Division was as follows:

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Rail Reservations	
Airline Reservations	
Steamship Reservations	
Hotel Reservations	
Fare Quotations	
Persons Processed overseas	
Domestic Travelers	
Transportation Requests	

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